

2223 - CODE VIOLATIONS CLERK

NATURE OF WORK

This is highly responsible technical and clerical work as an assistant to a quasi-judicial board or Special Master. Employee is responsible for a variety of staff support duties in preparing and distributing agendas, notices to appear, and legal documents and in performing follow-up functions relative to code violation hearings and other matters which come before the board or Special Master for adjudication.

Work requires effective prioritizing of simultaneous assignments and meeting absolute deadlines with limited direct supervision. Work is performed with latitude for the use of independent judgement within prescribed guidelines under the general guidance of an administrative supervisor who periodically reviews work for conformance with City policies and legal requirements and for accuracy and effectiveness of completed product.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Performs a variety of highly responsible clerical and technical work relative to hearings for code enforcement violations and other matters which come before the board or Special Master for adjudication.

Prepares or completes a variety of legal instruments, forms, checks, and other documents and correspondence such as, releases of liens, orders for recordation, and Records On Appeal; and submits to Legal Department for approval as appropriate. Insures that documents are recorded in the Public Records of Dade County.

Types a variety of correspondence, documents, reports, legal instruments, minutes, and other materials, incidental to work assignment, from own composition, notes, rough drafts, tape recorder, or specified legal or other form~c

Ensures accuracy of typed or entered information and conformance with established policies, standards, and formats.

Establishes and maintains a variety of complex records and reports, such as files, operating procedures manuals, and case logs.

Compiles, prepares, and distributes agenda packages, addendums, case histories, files, Orders for Recordation, Notices of Appearance, Records on Appeal, and other documents.

Reads case histories, extracts most important information, and prepares synopses.

Calculates liens and fines, receives and is accountable for monies collected, determines if amount paid is full payment, and deposits money.

Schedules and makes arrangements and preparations for hearings and meetings.

Records and prepares minutes of hearings and meetings.

Monitors and insures adherence to legal time restrictions placed upon filing, notification of, response to, and hearing of cases.

Responds to requests for information by researching status of cases in progress, liens, and fines.

Maintains inventory of office supplies and orders as necessary. Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of effective modern municipal office policies, practices, procedures, and systems; and business English, terminology, and mathematics as related to area of assignment.

Considerable knowledge of applicable Federal, State, and local laws, ordinances, regulations, and guidelines; and City and departmental policies and procedures.

Considerable knowledge of a variety of basic, but detailed, legal instruments, forms, and documents, and skill in their preparation.

Considerable knowledge of research techniques and the sources and availability of current information applicable to work assignments.

Ability to effectively operate a wide variety of office equipment, including, but not limited to, typewriters, personal computers, and calculators.

Ability to retain detailed and moderately complex written, verbal, and demonstrated procedures, information, and regulations; and to apply to a variety of situations

Ability to research, compile, analyze, and verify information from a variety of sources, assess a situation, use sound judgement in drawing valid conclusions, and take appropriate action or make sound recommendations.

Ability to communicate effectively and persuasively, verbally and in writing; to establish and maintain accurate detailed records; and to prepare comprehensive manual or automated reports of moderate complexity.

Ability to effectively prioritize a variety of simultaneous assignments and schedule time appropriately to meet absolute deadlines with little or no supervision.

Ability to maintain effective working relationships with other employees, the administration, board members, judicial personnel, and the general public.

Ability to compile and accurately summarize information from a variety of written and verbal sources.

MINIMUM REQUIREMENTS

Course work in secretarial skills or Business/Public Administration. Responsible secretarial or paraprofessional experience; or equivalent.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

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SUPERVISION RECEIVED

General and specific assignments are received. Some independent judgement is exercised in selecting work methods usually with established policies and procedures. Work is performed under the general guidance of an administrative supervisor who periodically reviews work for compliance with City policies and standards and attainment of objectives.

SUPERVISION EXERCISED

Usually none, but may direct the work of clerical or other staff in assigned functions.

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